

**State Emergency Response Commission (SERC)**  
**Planning & Training Committee Meeting**  
**Meeting Minutes for August 16, 2018**  
**Prepared on August 20, 2018**

The SERC Planning & Training Committee meeting was held on August 16, 2018 at the DEMA State EOC.

*Minutes for the meeting are as follows:*

Attendees: Chris Murtha (DEMA), A.J. Schall (DEMA), Mark Dolan (DNREC), David Irwin (New Castle County LEPC), Charles Stevenson (Sussex County LEPC), Patty Smenkowski (DEMA), Willie Patrick (City of Wilmington LEPC), Renee Hupp (DEMA), Dwayne Day (DelDOT), Craig Stevens (Delaware State Fire School).

A quorum was established.

A.J. Schall (DEMA Director) called the meeting to order at 9:00

**Old Business:**

**Approval of May 17, 2018 Planning & Training Sub-Committee Meeting**

Mr. Irwin motioned to approve the minutes of the last Planning & Training Sub-Committee Meeting on May 17, 2018. Mr. Patrick seconded the motion. All approved.

**HMEP Update – Renee Hupp - SERC Executive Director briefed,**

Ms. Hupp reported for this years HEMP grant money:

Spent - \$36,395

Remaining - \$70,409

Ms. Hupp sent out an email asking all to please review the excel sheet and get any invoices for outstanding orders to her by the end of the month. Options to encumber remaining funds for the third year include a function or full-scale exercise of the SERT plan or some training props for the fire school.

**HMEP Exercise Attendee Finalization – Ms. Hupp**

Ms. Hupp briefed on the HMEP exercise. She stated, everyone should be getting emails from Hana Beckerle and should be sending her an update with players or observers that they want at the table top, which will be on Sept. 26<sup>th</sup>.

## **New Business:**

### **Approval of the SERC Committee Agenda**

Director Schall made motion to approve the agenda for the SERC quarterly meeting to be held on Sept.12, 2018. Mr. Irwin seconded. All approved.

### **Planning of the Next HMEP 3 Year Grant – Ms. Hupp**

Ms Hupp briefed, we are going into the third year of the three year grant. In December she will be taking a look at the next three year grant. She would like to meet with all the members and capture what is done within the programs and what needs to be delivered to communities to insure preparations are already in place for the next three year grant.

### **12<sup>th</sup> Annual Hazmat Training Workshop Planning Efforts – Mr. Irwin**

Mr. Irwin briefed, the 12<sup>th</sup> Annual Hazmat workshop will be held on Friday May 10<sup>th</sup> and Saturday May 11<sup>th</sup> at the Delaware State Fire School. They had their first meeting on Monday, August 13<sup>th</sup> and it was very productive in scheduling sessions for the upcoming workshop. The committee discussed doing away with the Saturday session because of the low turnout and decided to ask attendees their opinion on just doing Thursday and Friday sessions. Mr. Irwin also said the committee voted to do away with the key note speaker, this is something that they may reconsider at the next meeting. There was also discussion of limiting the speakers to 30 minutes. He stated, they will have monthly meetings with the next one being on September 12.

## **Motion to Adjourn:**

Director Schall made motion to adjourn. Mr. Irwin seconded the motion. All approved.

The next Planning and Training Committee Meeting will be on Thursday November 15, 2018 at 9:00 AM. in the DEMA Planning Room.

## **Meeting Minutes:**

Minutes were taken by Ms. Patty Smenkowski, and transcribed to this document by Ms. Renee Hupp on August 20, 2018

Draft minutes were posted to the State Public Calendar on August 23, 2018.

Minutes approved by Director AJ Schall, Chair for the SERC Planning and Training Committee.

Signed: \_\_\_\_\_  
AJ Schall, Chair for the SERC Planning and Training Committee